Cohen Auditorium

User Guide

Cohen Events Manager

Mark Sullivan

Aidekman 109

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X75531

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THE FACILITY

Cohen Auditorium, located in the Aidekman Arts Center, features a proscenium stage with a concert shell with fixed ceiling and sidewalls. Cohen is the largest auditorium/lecture hall on the Medford Campus with 620 seats; 486 seats in the orchestra and 134 in the balcony. It is a multi-use facility serving as a classroom in the mornings Monday through Thursdays, and a performance or conference space on weeknights and weekends. Cohen Auditorium shares parking, restrooms, phones, and a box office with the Art Galleries, Alumnae Lounge, and the Balch Arena Theatre, which are also located in the Aidekman Arts Center.

Cohen is equipped to handle small to medium sized performances, lectures and conferences. There is a theatrical lighting system composed of an ETC Sensor 48-Dimmer Racks, and an ETC Express 48/96 Console. The sound system is mono Fed by a 24 channel Soundcraft GB4 24-channel soundboard with 4 available aux sends, with a feed into the control booth. Cohen is stage monitor ready, although you will have to hire A/V Services and rent additional equipment. There is a ClearCom base station in the control booth, with stations at the sound booth, stage left and right, and the orchestra left and right. A wireless headset is also available. A 28’ wide motorized projection screen is located just upstage of the act curtain. A Sanyo PCLXP100l video projector is located on the front of the balcony with computer video inputs at that location and stage left. There is a white cyclorama along the upstage wall, in front of the cyc is a black velour traveler curtain with manual control on the stage left side. Cohen has a blue house curtain in the front of the stage, also with manual control on the stage left side. Two sets of black velour legs left and right allow for a limited amount of masking.

There is a small green room located stage right, but there are no dressing rooms dedicated to the space. Arrangements can be made to use nearby classrooms for that purpose. There are also nearby rooms that can be made available for receptions and meetings if necessary, including Alumnae Lounge and the Remus Sculpture Court.

RESERVING COHEN AUDITORIUM

Cohen Auditorium is prioritized as a classroom first, availability during the week is restricted to after 4:00 PM Monday through Thursday. This is subject to change without notice. There are a limited number of classes on Friday and Cohen is available all day on Saturdays and Sundays. It is a popular performance space, and it is possible that there may be multiple events scheduled during the day. When reserving blocks of time for an event be sure to include set-up, performance time and breakdown time in that reservation.

With the exception of the green room adjacent to the stage on stage right there are no dressing rooms dedicated to Cohen. If dressing rooms are necessary for your event, Aidekman classrooms 9, 12 and 13 are often used for that purpose. *These spaces must be reserved **in addition** to Cohen Auditorium*.. All spaces used for an event must be completely cleaned at the end of your event. There are no storage facilities within or surrounding Cohen auditorium. All set-ups on weeknights must take place after academic classes.

To Make A Reservation

Cohen Auditorium and associated spaces are reserved through the Resource 25 (aka R25) system. Student groups and departments may check the availability of Cohen through the R25, if the specific dates and times for rehearsals and performances are available, the designated person in your department or group may reserve the facility. If you have difficulty or questions about the R25 Reservation System, please contact Sarah Bleaken at sarah.bleaken@tufts.edu. *All requests for Cohen must be placed at least 3-4 weeks in advance of the performance date*.. All performance dates are defined as 'Tentative' in the R25 system until the Cohen Events Manager has received all forms, at which time, the reservations will be confirmed. If your organization or department fails to contact the Events Manager within the 3-week period your reservation may be cancelled.

Notes on Confirmations: Priorities for reservations are as follows; 1.Academic classes and events, 2.Departments and University Administration events, 3. Student Organizations, 4. Outside non-university events. Reservations may not be confirmed immediately upon being entered into R25. Reservations entered before the beginning of fall or spring term are not confirmed until the class schedule has been published. If there are other reservation in the system

that may conflict with your request, that may also delay confirmation while the conflicts are resolved.

Student Organizations

Once the Tentative reservation has been made and a confirmation email has been received, all student organizations must meet with the Events Manager of Cohen, located in Aidekman #109 (next to the Box office). All organizations must meet with this individual at least three (3) weeks prior to the performance date. Failure to do so may result in additional charges for using the facility or cancellation of your reservation

Academic Departments and Administrative Offices

All departments and administrative offices should reserve Cohen Auditorium through the R25 System. Once this has been done, academic departments and Administrative Offices must also meet with the Cohen Events Manager. All events planning should be concluded two (2) weeks prior to the performance/conference/lecture date. Failure to do so could result in additional labor charges for house mangers. All Tufts employees hosting a personal or private event not related to their associated department must contact the Conference Bureau, as further discussed below.

Non-University Users

All non-university parties or events must contact the Conference Bureau Office to request space on campus. Conference Bureau will act as the sponsoring campus office and will request any and all spaces for the non-university party. They can be contacted at:

Conference Bureau
108 Packard Ave.
Tufts University
Medford, MA 02155
617-627-3568
Website: **http://ase.tufts.edu/conferences**
Email: **conferences@tufts.edu**

To Confirm the Event

All users should plan out the details of their event with its members prior to meeting with the Cohen Events Manager. By the meeting the organization should have a solid idea of the performance details including: running times,, number of participants, tickets, publicity, ushers, identity of the stage manager.

There should be one contact from the student organization for the Cohen Events Manager, known as the Producer. Your organization should identify someone NOT performing in the show to handle the responsibilities that evening. This person is responsible for meeting with the Cohen Events Manager and relaying all the facility's policies to the rest of the group or department.

The producer and the Cohen Events Manager will determine the magnitude of the performance and which services will be necessary. Possible charges could result from the facility fee, house managers, technical setup, rehearsal dates, Facilities, A/V Services, TUPD, the Box Office or Info Booth. An IDR (InterDepartmental Requesition) must be filled out for each department whose services are required. Your organization's signatories only may obtain IDR's, from the Budget Coordinator in Student Activities. All IDRs must be completed and copies received by the Cohen Events Manager no later than two (2) weeks prior to your performance. This time allotted is about the minimal amount of time that each auxiliary department will accept a request and guarantee services.

If the technical support is required such as lighting and sound is needed, the producer must contact A/V Services Coordinator David O'Brien at x72784 or via the website at http://ase.tufts.edu/its/classroomAvServices.htm. During the producer should be prepared to request technicians for all technical rehearsals and understand their technical requirements, (i.e., number of microphones, special lighting needs, spotlights/operators, stage monitors, etc.) Please be advised that more than one technical rehearsal may be necessary for larger scale productions.

Once all the IDR's have been received and all necessary appointments have been scheduled, the reservation will be considered Confirmed with the Cohen Events Manager. Student Organizations should begin publicizing their event and recruiting ushers. One week before the

event, the producer should bring a list of ushers to the Events Manager and discuss any last minute changes.

SCHEDULING AND REHEARSAL PROCEDURES

One Night Small Scale Events and Concerts

An event that will only be scheduled for one evening and does not have elaborate technical needs, should only book one additional rehearsal block. This can be the evening before, or some additional time the day of the event. However, this may not leave much time for additional requests or changes. A/V Services should be able to review all lighting and sound needs **before** this time so that a true technical rehearsal may occur. In some instances, there may not be a need for a full rehearsal, however there should ALWAYS be an allotted time for proper lighting and sound check before the show. Please make sure if your event requires a lighting and sound check that there is adequate time reserved. If your event includes a band or concert, please make sure that a copy of all technical riders are given to A/V Services and the Cohen Events Manager at least two weeks in advance of the event.

Event Examples: Mr. Jumbo Competition
Athletics Distinguished Awards Ceremony

One or Two Night Large Scale Events

An event that is booking only one or two performance night but has intricate lighting and sound needs, must also book at least two rehearsal nights prior to the night of the event, or a full day of rehearsal on a Friday or weekend. This will allow ample time for both the users to rehearse and for A/V Services technician to run through all of the technical needs of the event. Most culture shows will fall into this category.

Event Examples: Filipino Cultural Society- Cultural Show
International Club's Parade of Nations
African Culture Show

Three Night Performance or Dance Shows

An event that is booking three nights or three different show times throughout a weekend, may be complicated enough to need anywhere from a minimum of three additional rehearsal times to a week. These additional rehearsal times are necessary for set and lighting load-ins (as necessary), technical rehearsals, and dress rehearsals. Any theatrical performance that is interested in building scenery for their shows should meet with the Cohen Events Manager for more details and a copy of the Cohen Responsible-Use form.

Event Example:

Torn Ticket II's Spring Major

TASA Culture Show

Tufts Dance Collective Semester Show

Conference or Lecture

An event defined as a conference or lecture still needs to meet with the Cohen Events Manager. Though a rehearsal date may not be necessary, adequate rehearsal time is still needed for a minimal walk-through. If A/V Services has a complicated setup/strike, please take that time into account when reserving times. Facility use fees, clean-up charges and A/V Services charges will still be incurred. If you are

Event Examples:

Department's Conference

Snyder Lecture

Comedy Show

Simulcasts

Over the past few years, simulcasting an event in Cohen to another area in Aidekman has become popular as a means of accommodating overflow patrons. Please be advised that simulcasting an event increases its complexity and expense. More A/V Services technicians are necessary to setup and run the show, and an additional house manager will be necessary. However, this service does allow a greater number of the Tufts University community to enjoy your event.

SERVICES AND CHARGES

An IDR must be completed for each one of the departments deemed necessary by the Cohen Events Manager. These charges can add up. Please ensure that there are appropriate funds within your account to cover all costs of producing a show in Cohen Auditorium.

The booking of Cohen will not be confirmed until a copy of all IDR's are returned to the Cohen Events Manager along with the Responsible-Use Agreement form and the Event Logistics form. The deadline date for returning these forms is no later than two weeks prior to the first rehearsal. If all forms (Event Logistics, Responsible-Use Agreement form, completed and signed IDR) are not returned within two weeks, a $25 late fee will be incurred.

Rental Fees

Rental fees are incurred on a day-by-day basis. In the instance that more than one rental charge could be incurred in one day, (i.e. technical rehearsal then performance) only the greater charge will be incurred.

One night performance, conference	$75
Technical Rehearsal (4hrs or more)	$50
Technical Rehearsal (under 4hrs)	$35
Additional rehearsals (no tech) or meetings	$25

Note: If your organization uses the space for a rehearsal or event at which a Cohen House Manager is not present, and the room is not left clean and organized to the liking of the Cohen Manager, your group WILL be fined an additional $50.

House Manager Fees

All events with an audience in Cohen Auditorium need the supervision of a Cohen House Manager. Some larger events may require two House Managers, and in this instance, the charge will be $110 for the initial 4hrs. If your event is simulcasting to the Balch Arena Theatre, or

another space in the Aidekman Arts Center, this will require 1 additional house manager (and fee) per space.

1 House Manager (for 4hrs.)	$60
Additional House Manager Time	$15/hr

Facilities

An event requiring additional heating or air-conditioning, increase power supply or electrician, table and chair setup, additional podiums, etc, will need to request Facilities' services. An IDR must be completed and turned in no less than two weeks prior to the event. When scheduling the event, please keep in mind the amount of time that might be needed for setup and take down of these larger scale events. This time is not incorporated automatically into your event time. Because Cohen is a multi-use facility, Facilities must be scheduled around classes and may have to be performed during your rehearsal times. There are additional charges for overtime when an event's setup occurs after 3:00 PM during the week or on the weekends.

Equipment and Set-up

The Department of Facilities also offers a variety of services and equipment for use in conjunction with university events. For instance: folding chairs, folding tables, staging and platforms, tents, fencing, trash barrels and liners, podiums, background drapes, clean up equipment, electrical services(ie: outdoor power), etc.

There will typically be a charge for these services. Many of these services involve equipment rental through an outside contractor, and must be arranged well in advance of the event. You should arrange for these services through Facilities, but inform the Cohen Events Manager of your plans. All IDRs must be submitted to Facilities at least three weeks in advance and are subject to the availability of personnel and equipment.

Labor charges are additional and will vary depending on time of day, availability and length of setup/take down. All events using facilities should call the Facilities office at x73496.

Custodial

Basic custodial service is provided by ABS Inc. through the University Facilities Department. Frequently, however, an applicant may wish to use a facility at a time when a routine cleaning is not scheduled, or when additional cleaning may be necessary. The cost for the service is paid by the sponsor by Interdepartmental Requisition (IDR), a copy of which must be submitted to the Cohen Events Manager when the event is booked. The original should be sent to Facilities at 520 Boston Avenue. A custodian will generally be required when:

* An event requires clean-up beyond that which is considered normal for the facility (ie: a public performance in Cohen Auditorium or an event where food is served).

* An event that is held in Alumnae Lounge, Remis Sculpture Court, or the Balch Arena Lobby, and will require extra clean-up. Please specify if food is being served. The producer should call Facilities for an estimate for their particular event.

Audio / Visual Services

Tufts A/V Services is a subsidiary of Information Technology Services and provides the technical support for Cohen Auditorium. All coordination regarding technical needs should be directed through David O'Brien Coordinator of AV Services at x72784. The Coordinator will discuss your event and decide on the most beneficial package for your event in Cohen and/or surrounding rooms. An AV Services technician *must be present at all times* when the Cohen in-house technical equipment is being used.

You should contact AV Services contact A/V Services Coordinator David O'Brien at x72784 or via the website at http://ase.tufts.edu/its/classroomAvServices.htm no later than 3 weeks before your event. The Coordinator of A/V Services will get in touch with you following the input of your service request. At that meeting will discuss details of the event and give you an estimate of costs. If you do not contact the Coordinator within this time frame, you may be subject to a late fee, and the possibility that no technicians will be available to work the event.

Before a rehearsal or event, A/V Services requires that a group reserve time needed for technical setup. Generally, a group should reserve Cohen for a minimum of 30 minutes before the

intended start time of any rehearsal, and a minimum of one hour before any show. However, depending on the nature of the event, more time may be needed. If groups are scheduling rehearsals for long periods or all day, they should be aware that A/V Services technicians will take lunch and dinner breaks if applicable. Please contact the Coordinator of A/V Services ahead of time to inquire about this. Finally, all scheduled work in Cohen should end at 12:15pm, and the A/V Services technician is under no obligation to work after this time, as this time is needed to return equipment and clean up. Aidekman Arts Center closes sharply at 12:30 for all students. Please also see the information under Technical Rehearsals regarding scheduling.

Lighting

There are two systems of lighting in Cohen Auditorium: the house lighting and the theatrical lighting. The house lighting is always on and available for users at no additional charge. There are 8 presets determined by classroom and music concert needs. If one of these settings works for your event, you may not need to pay for the theatrical lighting.

The Cohen Auditorium Events Manager sets the theatrical lighting at the beginning of each semester at his/her discretion. This will be the lighting configuration used for most events. It should be noted that Cohen is a multipurpose auditorium and not a sophisticated performance space. The lighting design is set to maximize use for lectures, concerts, dances, and theatre. If a group has specific lighting requests, these requests need to be discussed with the Cohen Events Manager at least three weeks ahead of time to ensure proper setup. Please note this three week minimum may not necessarily be from your event, but from your first technical rehearsal. Any requests coming in after this three week mark will be filled at the discretion of the Cohen Events Manager and may be influenced by classes or other reservations in the space. If you are arranging for a simulcast or video recording, you will definitely need to use the theatrical lighting in Cohen. Please plan you budget accordingly. New for Spring of 2006, the Cohen Events Manager will be collecting the fee for the lighting in Cohen.

Theatrical Lighting under 4 hrs	$70
Theatrical Lighting over 4 hrs	$15 to a maximum of $130
Follow spots	$15

AV SERVICES Labor

A/V Services employees are trained in the light and soundboard in Cohen Auditorium and will provide your group with technical support so that your desired results are achieved. A/V Services requests that songs be timed for light cues ahead of time using a computer program. These times should be accompanied by a short description of what the lighting will be during the cue. A/V Services requires at least 20 minutes per song with an average of 10 cues, but suggests 30 minutes. If a song has a significant number of cues, please plan accordingly in scheduling a longer tech time for that particular song. Please note that the A/V Technician is not required to stay later than the times requested to fix light cues. Any additional rehearsal time could come at a great cost to your organization if it is even available. If you have any questions about how to plan or design lights to your dance or other performance, please contact the Cohen Events Manager.

A summary of lighting terms is as follows:

- Cue – A cue can be defined as a look onstage. Cue 1 holds information about what the lighting looks like during the time that Cue 1 is live. Cue 2 holds difference information, changing the look onstage.
- Fade Time – The time set by the user for the live cue to override the previous cue. Imagine the fade time between cue 1 and cue 2 is 5 seconds. If the stage is in cue 1, and cue 2 is triggered by the "Go" button, it will take 5 seconds for the looks to completely change. If channel 4 is changing by 30% and channel 8 is changing by 80%, it will take both channels 5 seconds to complete, therefore the change will be more gradual for channel 4.
- Split Fade Times – It is possible to change the fade time for each cue. By accessing the Time function on the Express Lighting Console, it is possible to split the time for channels going up and channels going down in value.
- Follows – This value is the time between "GOs." This function is used for dance productions when the lighting cues need to be timed to specific moments in the music. Follow values are stored in the live cue and a timer will run on the monitor, allowing the user to see the progression. When the follow time has expired, the next cue will "GO"

automatically. This is the value you will need to make sure the cues change when they need to.

AV SERVICES Equipment and Pricing

Cohen is permanently equipped with basic light and sound equipment that is priced as an inclusive fee per day of use. The Basic Package for Cohen Auditorium includes the use of the in-house sound system and four wired microphones for a daily fee of $100.Other items, including audio and visual recordings are available at an additional cost. Please consult the AV Services website at http://ase.tufts.edu/its/classroomAvPricing.htm for additional pricing information

TUTV

Tufts University Television (TUTV) is a student organization that broadcasts to every dorm on channel 23. TUTV can videotape an event in Cohen Auditorium, but because TUTV is a student club, it is under no obligation to tape every event. To request a taping, the event's coordinator must contact the president or production coordinator of TUTV well in advance of the event (preferably one-month prior). Tapes can be purchased at an additional cost depending upon the length of the event and the amount of post-production work necessary. To contact TUTV, call 617-627-3243, or contact them at tutv@tufts.edu/

Tufts University Police Department (TUPD)

A Police detail may be required at events with an anticipated attendance of 150 or more, at any function open to non-Tufts students, where money may be exchanged in the lobby, or at any function where alcohol will be served. Police details must be secured at least 2 weeks prior the event by taking a completed to Tufts Police at Dowling Hall, 420 Boston Ave. Determination of the need for and size of a police detail will be made by the Director of Public Safety in consultation with the Cohen Events Manager. Inquiries regarding the need for police at an event should be made to the Cohen Events Manager. When you call for an estimate, please have your hours set as charges may differ depending on time of day. Tufts Police reserve the right to assess the risk of any event and require additional officers at the expense of the sponsoring organization.

The Role of the Detail Officer(s)

- The detail officer(s) will meet with the event sponsor prior to the start of the event to discuss security details. Any or all concerns will be addressed at this time.
- The officer will verify the safe occupancy limit of the facility and ensure a system is in place to monitor occupancy. The event sponsor will keep count of attendance under the supervision of the detail officer and stop admission when capacity is reached. At this point, persons may only be admitted when someone leaves.
- If alcohol will be served the detail officer is responsible for ensuring that proper controls are in place to monitor for drinking. The detail officer may close down any alcohol event in which the proper controls are not in place or if the system is not being implemented properly.
- The detail officer will assist the event sponsor in keeping general order during the event. This includes the exclusion of unauthorized guests, noise and crowd control, door control, etc. The detail officer will have final say in all matters of public safety.
- The detail officer will be aware of the scheduled end time of the event and will ensure that any live entertainment and alcohol service end 30 minutes prior to that time.

Music Department

The Music Department owns all the musical equipment and instruments housed in the wings of Cohen. You must seek permission from the Music Department to use any of their equipment. All of the equipment is secured; therefore you will not have access to it without making prior arrangements. Please contact Lucille Jones x7-3564in the Music Department for more details.

Aidekman Box Office

Tickets for an event in Cohen may be sold through the Aidekman Box Office. The Aidekman Box Office is convenient for patrons needing to pick-up tickets purchased over the phone and for patrons buying tickets at the door. Again, an IDR should be submitted at least two weeks before your tickets go on sale. The Box Office is open Monday through Friday 9:00am to 5:00pm at no additional charge to your group.

For shows on weekday nights, only one additional box office shift will be necessary on the night of the performance. If your show falls on a weekend day, you have two options. You may choose to open the box office at noon, for a charge of $100, or at 5:00pm for a charge of $50.

Tickets printed and sold during business hours	$50
Additional Box Office shift	$50

Info Booth

Tickets for events can be sold through the information booth in the Campus Center, the following text is copied from the website at http://ocl.tufts.edu/mayer-campus-center/ticket-sales/. For more information contact Laura DaRos, Assistant Director of Campus life at laura.daros@tufts.edu.

- ALL TCU recognized and OCL registered student organizations MUST sell tickets through the Information Booth.
- A Ticket Sales Contract must be filled out and submitted to the OCL at least one week (to the day) in advance of the ticket sales start date for approval, scheduling, and pricing. Contracts submitted less than one week in advance will be subject to a $25 late fee.
- OCL will contact the seller to confirm their requests for tickets.
- No Ticket Sales Contract will be considered approved until the Distribution Manager signs it. Do not advertise that tickets will be on sale at the Booth until you have a signed contract.
- OCL will format your ticket, free of charge.
- Tickets will go on sale at the Information Booth on the start date and be removed on the stop date on the contract.
- Tickets cannot be released from the Booth, but you can charge at the door at the time of your event.
- The Office for Campus Life will not be responsible for discrepancies in ticket amounts if anyone changes the amount of tickets to be sold from the tickets after the initial contract.
- OCL will verify sales and calculate the proceeds for the group minus the sales fee agreed upon in the contract. All proceeds will be transferred to the organization's account by internal transfer. No cash will change hands at any time.
- The Office for Campus Life will be responsible for the accuracy of cash sales and JumboCash only. Any other method of payment (e.g. by check) is not accepted.
- Information Booth staff will check for Tufts ID prior to sale of tickets unless otherwise instructed on the contract. Tickets may not be made available to the general public.
- The Office for Campus Life reserves the right to reject requests for ticket sales or stop selling tickets for a particular event.
- Any questions should be directed to the Associate Director of Campus Life.

- Ticket Sales Fees will be: $30 for less than 100 tickets $40 for more than 100 tickets Add $25 for multiple prices and/or multiple dates.

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Event and Space Planning Coordinator – Sarah Bleaken – sarah.bleaken@tufts.edu

Sarah is the primary source for issues with the Resource25or R-25 system. Most student organizations have access to R-25, but she is the contact person if you have questions or access issues.

Cohen Auditorium Events Manager – Mark Sullivan
Mark_L.Sullivan@tufts.edu

Once a reservation for Cohen has been placed, the producer has up until three weeks prior to their first event date to meet with the Cohen Events Manager. The Cohen Events Manager will run through the entire program with the producer and evaluate the needs of the event. All auxiliary services will be discussed at that time and all IDRs must be filled out by the user. A copy of all IDRs must be sent to the Cohen Events Manager to confirm the event. The Cohen Events Manager reserves all rights to decipher the necessary amount of time needed for a specific event including rehearsals, technical rehearsals, load-ins and clean-ups. Communication between the producer and Cohen Events Manager is crucial. The Cohen Events Manager reserves the right to cancel an event if the users are not complying with the facility policies or all paperwork has not been completed. It is not guaranteed that the Cohen Events Manager will be on site during the actual event if both A/V Services technicians and a House Manager are present.

A/V Services Coordinator – David O'Brien
david.o_brien@tufts.edu

The Coordinator of A/V Services assigns an A/V Services technician(s) for all rehearsals and events within the auditorium. Please also tell the Coordinator if there is a particular technician your organization would like to work with. While this is not guaranteed, the event will be offered to that employee first. The Coordinator is responsible for assigning the appropriate amount of

technicians to work each event. Please address all labor and audio needs to the Coordinator of A/V Services, but address all special lighting needs to the Cohen Events Manager.

House Manager - Student

The House Manager for each event will be assigned by and report to the Cohen Events Manager. The House Manager is in charge of running all aspects of the house before, during and after an event. The ushers will report to the House Manager(s) for training before the event. The House Manager will review all necessary duties of the ushers, assign them seating locations and appropriate jobs. The house information may include but is not limited to: the seating chart, handicapped seating, tearing/taking of tickets, fire evacuation procedures, sick or injured audience member procedures, tour of lobby, concourse, box office, bathroom and phone locations. The House Manager is responsible to stay in communication with the stage manager to ensure that the event is run on time and all concerns are addressed. The House Manager is responsible for the ushers cleaning up the house, emptying it out of all audience members and locking of the doors after an event. The House manager will also be in charge of filling out a House Manager Report at the end of each event. Although the Cohen Events Manager may be present during an event, it is the House Manager's responsibility to ensure the event runs smoothly from the house side and contact the Cohen Events Manager when appropriate. Latecomers will be seated at the sole discretion of the House Manager, and may be required to take a different seat in order to preserve the continuity of the performance.

AV SERVICES Technician - Student

This student will manage the lighting, sound and video needs of an event or technical rehearsal in Cohen Auditorium. There may be more than one member there to run the event and the group will be charged accordingly. The A/V Services member must return all additional equipment to the A/V Services storage space, and assess/report any damages to the equipment or facility to the Cohen Events Manager or the Coordinator of A/V Services.

Box Office Employee - Student

This student is in charge of ticket sales and will-call tickets the night of an event. The House Manager will coordinate with the Box Office Employee to decide when to start the show based

on ticket sales, arriving latecomers with will-call tickets, etc. The Box Office will remain open for half an hour after the scheduled start of an event, at which time, any remaining will-call tickets will be surrendered to the House Manager.

Producer

The producer is the only contact for the Cohen Events Manager and the Coordinator of A/V Services. All requests/needs of the entire organization must be addressed through the producer. For some events, the producer may have several meetings with the Cohen Events Manager and is encouraged use him/her as an asset for event planning help. The producer must read and sign the Responsible-Use Agreement Form and complete the Event Logistics Form at least two weeks before the event.

Stage Manager

The stage manager works side by side with the House Manager during an event. The stage manager is responsible for coordinating all of the performers throughout the event. **The stage manager may NOT be a performer in the event.** The Cohen Events Manager will determine any exceptions for smaller scale events. The stage manager is responsible for maintaining communication with the house manager and A/V Services technician throughout the event. Any problems or concerns with the event need to be relayed from the group through the stage manager only. The stage manager is also responsible for all of its group members adhering to the policies of the facility during the event, and must notify the House Manager of any damages.

Talent

All performers should be located within the backstage or wing area, dressing rooms or green room prior to the opening of the house doors. The performers are responsible for the cleaning up of *all* reserved spaces including the green room or any classrooms in the basement.

Ushers

Ushers are required for any event held in Cohen. The ushers are recruited by the sponsoring group and generally volunteer their services in exchange for free admission to the event. Ushers may not be members of the talent. The number of ushers required for an event is dependent upon

the expected audience size. The following schedule reflects the numbers of ushers required to supervise various sizes of audiences with reserved seats. Please keep in mind that although Cohen has a 620 capacity, 486 in the orchestra level and 134 in the balcony, seats must be reserved for the ushers working and for any patron needing Handicap Accessibility.

000-200 patrons …….. 4 ushers

200-350 patrons ……..……6 ushers

350-470 patrons ……...8 ushers

470- 612 patrons ……..12 ushers

Ushers must arrive at Cohen a minimum of forty-five minutes before the event and check in with the House Manager. The House manager will review the duties of "Ushering in Cohen" and assign ushers their location at the doors. If the required ushers are not present, the House Manager has the right to delay opening the house, and therefore the start of the show. The House Manager will contact the Stage Manager or Producer to recruit replacement ushers. Please bear in mind that the House Manager has NO responsibility, nor time, to recruit the necessary number of ushers. Each usher must abide by the "Ushering in Cohen" policies and report all incidents to the House Manager.